



Love of Learning Montessori School COVID-19 Response Plan Academic Year 2020-21

****PLEASE NOTE: all updates and amendments are written in RED****

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LOLMS Mission and Transition

Established in 1998, Love of Learning Montessori School (LOLMS) is a private, non-profit and non-denominational school serving students from diverse backgrounds. Situated on 15- acres of the wooded Alvernia campus and sharing the beautiful shoreline with Centerport Harbor, LOLMS offers progressive, innovative programs for children ages 3-13 with a project-based curriculum which incorporates a global, multi-cultural approach to classroom learning.

Love of Learning Montessori School's approach to the upcoming 2020-21 school year is intended to keep students as safe as possible while allowing them to resume the in-person, on-campus experience that is essential to Montessori's distinct learning style. The American Academy of Pediatrics strongly advocates that all policy considerations for the upcoming school year should start with the goal of having students resume in-person learning. After conducting a community survey, we found that the majority of our families prefer in-person instruction to remote learning and the importance of making a safe way to open our doors became very apparent.

As of Thursday, July 30, 2020, Long Island remains in Phase 4 of reopening. Accordingly, LOLMS is planning for school to be open for on-campus learning beginning September 8th, 2020. Should the local or regional situation change, LOLMS will consult and abide by New York State guidelines regarding all on- site activities. We are confident that our re-opening process will maintain a safe and healthy community, and ensure a meaningful and engaging academic year for all our students.

Our goal is to mitigate any risk to health while ensuring that our teaching and learning continues to provide an enriching experience. Our leadership team will continue to evaluate and make adjustments as needed, with safety being our first priority. Some of our protocols and initiatives include limits on overloads in curriculum, reducing stress and developing new ways to strengthen our community.

LOLMS COVID 2020-21 Reopening Plans

1. Typical Campus: **Pre COVID-19**
 - a. Typical learning environment, 100% activities without spacing protocols.
 - b. Consistent communication with the lead administrator, technology coordinator, individual teachers and Board of Directors.

2. Current Plan for September 2020: **All LOLMS Students are On Campus, Distanced**
 - a. Physical distancing within every classroom to health agency specifications.
 - b. Classes meet daily.
 - c. No overnight class trips.
 - d. Lunch outside weather permitting, lunch inside the classroom or in small groups.
 - e. Utilize our outdoor environment and additional outdoor tent space for classroom learning.
 - f. Small-group co-curricular activities as allowed by NYS.
 - g. No large, in-person gatherings (division meetings, etc.).
 - h. Screening/Hygienic/Mask protocols as outlined by LOLMS COVID protocols.
 - i. Consistent communication with the lead administrator, technology coordinator, individual teachers and Board of Directors.

3. Future Potential of COVID-19 “Restricted Schedule”: **Hybrid Campus**
 - a. Physical distancing to health agency specifications, adjustments to locations as needed.
 - b. Lunch outside weather permitting, lunch inside the classroom or in small groups.
 - c. Access for those electing not to attend in person.



- d. Classes divided in half; students come to campus with their cohort 2x a week. All family members in the same cohort.
 - e. No large in-person group gatherings (meetings/lunch/etc.).
 - f. Small group co-curricular activities as allowed by NYS.
 - g. Screening/hygiene/masks protocols as outlined by LOLMS COVID-19 protocols.
 - h. May have disruption to the school bus transportation system.
 - i. Full online learning accessible for immune compromised individuals unable/unwilling to return to campus.
 - j. Local authorities and regulation required that we set limits on the number of people who can be on campus at a given time.
 - k. Consistent communication with the lead administrator, technology coordinator, individual teachers and Board of Directors.
4. Future Potential of COVID-19 Full Closure Mandated by NYS: **Remote Learning**
- a. Full-time remote learning will only occur if we are required to respond to an outbreak in the LOLMS community that was not contained, or we are mandated by the state. We recognize that in-person learning is the ideal, but if we are required to shift to all-remote learning for an extended period of time, we will have a program that builds on what we began in the spring of 2020 but adjusted based on feedback from families, and experience shared with us from other schools. We had a large success in spring of 2020 through our virtual science fair and Good News Network while maintaining strong academics and certain specials including online music, chorus, art, yoga and gym. There will be more adjustments made to Early Childhood programs, where we anticipate more structure and less family directions. There will be consistent communication with the lead administrator, technology coordinator, individual teachers and Board of Directors.

Infection Control Protocols and Safety/Health Protocols

1. Leadership Team

- a. This fall, we will be operating in-person, on-campus at half capacity and following physical distancing, screening, hygienic and mask protocols. Reopening our campus safely will require students and adults alike to adopt new daily habits and rituals. Our leadership team, Board of Directors, colleagues and Montessori consultants, as well as a group of administrators who are members of NAIS Independent Schools, will continue to evaluate our path and make adjustments necessary as safety remains our first priority. We have also assigned a Safety Coordinator who will conduct faculty and student orientation as well as oversee daily protocols. We will continue to evaluate our path and we will make adjustments necessary as safety remains our first priority.

2. Best Safety Practices

- a. In accordance with the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH), the following are preventative guidelines for all individuals regardless of exposure risk:
 - i. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based sanitizer with at least 60% alcohol.
 - ii. Avoid touching your eyes, nose or mouth with unwashed hands.
 - iii. Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
 - iv. Avoid close contact with people who are sick.
- b. In addition, individuals who develop symptoms of COVID-19 are instructed to not report to school and to call their health care providers for guidance. The symptoms of COVID-19 may include the following:
 - i. Coughing

- ii. Fever
- iii. Shortness of breath / difficulty breathing
- iv. Early symptoms, such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose and loss of sense of smell or taste.

3. Personal Protective Equipment (PPE)

- a. Face masks must be worn at all times when inside. When outside for an extended period of learning time, and able to remain 6 feet apart, students and faculty can remove their mask. When wearing a face mask, it must be covering both the nose and mouth.
- b. We will provide an N-95 mask and a face shield to all faculty members. Smocks will also be available for every faculty member in our designated health center. Childcare providers should wear a smock whenever possible, especially when physical contact with a child is likely. When teaching, educators are permitted to wear a face shield or stand behind plexiglass instead of wearing a face mask.
- c. Each child will be provided 2 reusable face masks, available in their materials kit. Additional face masks will be available if needed.
- d. We will train all students and staff on how to adequately put on, take off, clean (if applicable), and discard their PPE.

4. Social Distancing

- a. All classrooms will be reconfigured to allow at least 6 feet between each student as well as teachers and staff. Our educators will work with our students to make sure they understand social distancing and ensure that children have spacing between them during activities.

5. Hygiene

- a. Hands-free sanitizer dispensers (composed of greater than 60% alcohol content) and sinks with soap and water will be available at multiple locations on campus including our outdoor learning centers.
- b. Students and staff will be required to wash their hands upon entrance into the school, before and after eating, after playing outdoors or in the sand, and before they leave campus.



- c. Disposable wipes will be used in the science centers instead of alcohol based sanitizers due to its flammability.

6. Materials

- a. Each student will be provided with their own work bin and an individual material kit that includes all supplies necessary to limit sharing. Each kit will also provide each child with two facemasks and other personal equipment including protective eyewear for science classes.
- b. Any materials that are shared will be disinfected and cleaned between each use.
- c. Each student will have their own desk and chair and they will be cleaned routinely.

7. Signage

- a. Clear and appropriate signage concerning common symptoms of COVID-19, proper processes for the washing of hands, and proper use of face coverings will be placed throughout all buildings and in various outdoor spaces.

8. Temperature Checks and Screenings

- a. We are mandating health screenings including temperature checks and screening questions for both students and faculty before they arrive at school. Screening questions will be done in your household through an electronic survey before you arrive at school each day. If not completed when you arrive at school, you will be asked to complete it before you or your child exits your car and comes onto campus.
- b. An additional 2 temperature checks will be performed throughout the day. Non-contact thermometers will be used. If not available, appropriate coverings and sanitizing will occur between each use.
- c. Any person with a fever of 100 or above will not be permitted to enter campus or if already on campus, will be sent to our designated isolation space.

9. Travel Policy

- a. In order for our reopening to be as safe and successful as possible, we recommended that our families and employees do not travel within fourteen days of September 8th. If you have traveled outside of the community, you are required to notify us and stay quarantined for 14 days before returning to school.

Families are also expected to follow any state and federal travel restrictions as they are announced.

- b. Restricted States List: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- c. Testing is free to all eligible New Yorkers as ordered by a health care provider or by calling the NYS COVID-19 hotline at 1-888-364-3065; patients can pick a convenient location when scheduling the test.
- d. Rapid testing (self pay for asymptomatic patients) is available on Long Island at AFC Urgent Care Centers (<https://www.afcurgentcare.com/locations>) and LI Urgent Care (<https://li-urgent-care.com/>). They may also be available via private physicians and pediatrics.

10. Testing

- a. We will be in consultation with the local health department officials and when needed, we will refer diagnostic tests for students, faculty and staff for COVID-19.

11. Classrooms and Cohorts

- a. Each classroom/cabin will be holding ½ capacity and each student will be at least 6 feet apart in distance. Each group of 10 students are going to be a cohort.
- b. Our students are going to remain in their designated “cohort”, to the extent practicable, to limit the potential exposure to COVID-19.
- c. Part of our curriculum is the use of our outdoor classrooms and they will be in use as much as possible. Using our unique location of both woods and waterfront, our outdoor classroom consists of our garden and wildlife program, marine science and environmental education.

12. Vulnerable Populations

- a. For those who are a part of vulnerable populations and are at increased risk for severe COVID-19 illness, accommodations will be put in place to allow them to safely participate in educational activities.

13. Food

- a. All food will be brought from home for each student, including their snacks and lunch. Lunch will be eaten in the classroom or outside with cohorts. Teachers will have children wash their hands with soap and water before and after eating.

14. Vendors

- a. Vendors' time on campus will be limited to only what is essential. During on-campus time, vendors will have no contact with students. While on campus, vendors must maintain appropriate social distancing from all other individuals and wear appropriate face coverings.
- b. Vendors will be required to pre-arrange deliveries to campus, to the greatest degree possible.
- c. Packages will be received at the main Camp Alvernia office.

15. Visitors

- a. Campus visitors will be severely limited to only those deemed essential in an effort to reduce the number of people on-campus at any time and to help mitigate the possibility of contamination.
- b. Visitors will be required to adhere to appropriate social distancing and wear appropriate face coverings at all times while on campus.
- c. Parents/guardians will not be allowed to visit during the day. If they need to bring something for their child, they can call our main office and a staff member will come to their car in the upper parking lot.

16. Teleconferencing

- a. Teleconferencing for faculty and staff meetings are going to be put in place to reduce the density of congregations.
- b. Meetings among adults, including LOLMS Community Association, parent-teacher conferences, etc. will be facilitated via video conferencing technology whenever possible.

17. Standard Safety

- a. Fire evacuation drills and other standard safety procedures, including evacuations and lockdowns, will continue to be conducted but in a designated area where each child will remain 6ft apart and face coverings will be required. We have added safety covers to our fire extinguishers in our outdoor facilities and the local fire inspector has reviewed and ensured compliance. During orientation, we will ensure all students and staff are instructed on all standard safety procedures on our campus.



- b. Disposable wipes will be used in the science centers instead of alcohol based sanitizers due to its flammability.

Campus Cleaning Protocols

1. Hands-free sanitizer dispensers and sinks with soap and water will be available at multiple locations on campus. The school will ensure that the dispensers are always filled.
2. Each bathroom will be supplied with their own disinfectant and cleaning supplies as well as a log on each bathroom door that will include the date, time and scope of cleaning and disinfection that was performed.
3. Our staff will routinely clean and disinfect surfaces and objects that are frequently touched (i.e. door handles, light switches, classroom sink handles, countertops, toilet seats etc.) using bleach solution especially indicated for SARS-CoV-2 cleaning.
4. Classrooms and bathrooms will be cleaned at least once per day by custodial staff. Custodial staff performing cleaning will be issued proper personal protective equipment such as nitrile, latex and vinyl gloves and gowns, as recommended by the CDC.
5. Bathrooms will be cleaned after each use.
6. Any trash collected from bins will be removed at regular intervals throughout the day by someone wearing nitrile, latex, or vinyl gloves.

Building/Grounds - Updated as of 8/18/2020

1. Cabins and Outdoor Classrooms

- a. Our facility is 15 acres of land with individual cabins as classrooms. Our hallways are the outdoors with each cabin being 10-150 yards away from each other. Our individual cabins are square with windowed screens, which will be kept open, along with our doors, to maintain air flow.
- b. Classes are being held at half capacity, allowing adequate social distancing between students as well as faculty.
- c. Part of our curriculum is our outdoor classrooms, including our outdoor amphitheater and learning centers. In addition, we have acquired permits for 4 outdoor tents **which may be installed on our property through October** to be converted into **additional** flexible classrooms if necessary and support instruction with adequate physical distancing.
- d. **Weather permitting**, a rotation system will be put in place where half of our students will be utilizing indoor learning while the other half is utilizing our outside learning facilities, remaining with their cohorts, and then they will switch to limit capacity.
- e. Our buildings are single floor spaces which significantly decrease the amount of small spaces we occupy, considering there are no elevators.
- f. Every building has two entrances/exits, however we will only be using one.

2. Upgrades

- a. Our cabins and facilities have been recently upgraded by installing new flooring (no more carpets), replacing all screens to allow for increased ventilation, replacing all bathroom door knobs with handles, replacing all air vents, adding a HEPA filter, adding new cabinets and sinks outside of bathrooms, washable paint, hands free soap dispensers at sinks, hands free sanitizer dispensers and lids on every toilet seat in each classroom.
- b. Every cabin will have their own bathroom with a sink, soap and paper towels for hand-washing.

Operations

1. Soft Opening

- a. Our restart operations include a soft opening as follows: returning Lower and Upper Elementary students will come to campus on the 9th of September, returning Early Childhood students on the 10th, new Lower and Upper Elementary students on the 11th and lastly new Early Childhood students on the 15th and 16th. This fall, we will operate in-person, on-campus with at half capacity and follow physical distancing, screening, hygienic and mask protocols.

2. Extracurriculars and Specials

- a. When possible, our extracurricular activities will be held in our outdoor Amphitheatre or our main outdoor tent. We will ensure that a distance of 8 feet in all directions is maintained between individuals while participating in activities such as chorus or gym classes.
- b. We have two designated spaces in which specials will be held and students will travel to those spaces with their cohorts. Our designated spaces will allot 30 minutes in between each cohort's visit to allow for space to be properly cleaned and disinfected.

3. Extended Care

- a. Those who require extended care will be sent to a designated area in which social distancing, PPE usage and cleaning and disinfection requirements will remain the same. We will maintain cohorts, or group members of the same household, as best we can.

4. Food

- a. No food services or communal snacks will be offered this fall except for pizza on Fridays, in which a designated individual from each cohort (while wearing gloves and a mask) will distribute out the pizza and the cohort will eat together inside the classroom or outside if possible.



5. Safety Record Keeping

- a. Our school will collect and report teacher-student engagement and attendance regardless of the instructional setting. Daily, our record keeping will include: sign in/out, temperature checks and health screening questions.
- b. On the door of each bathroom there will be a log that will include the date, time and scope of cleaning and disinfecting that was performed.

6. Field Trips

- a. All field trips have been suspended until further notice.

Arrival and Dismissal Procedures

1. For Pre-k morning sessions, drop off will be at 9:00am and pick up will be at 12:00pm. For afternoon sessions, drop-off will be at 12:30pm and pick up will be at 3:30pm.
2. For grades Kindergarten-8th, drop-off will be at 8:30am and pick up will be at 3:15pm.
3. Parent drop-off will take place in the lower lot and each child will report to the designated space in which their cohort would be and receive a temperature check. Temperature checks must occur before the parent leaves the property. Parents/guardians dropping their children off at school will be required to remain in their vehicles, allowing their children to approach entry points under supervision of school personnel.
4. Bus drop-off will take place in the main lot and each child will report to the designated space in which their cohort would be and receive a temperature check. LOLMS is prepared to support families who rely on bus transportation and will inform those individuals that they must wear acceptable face coverings at all times on school busses (i.e. entering, exiting and seated) and that individuals should maintain appropriate social distancing, unless they are members of the same household. All busses used by our school will be cleaned and disinfected once a day. We will adhere to the protocols set forth by our district and therefore bus transportation may be interrupted.
5. We are mandating health screenings including temperature checks and screening questions for both students and faculty before they arrive at school. Screening questions will be done in your household through an electronic survey before you arrive at school each day. If not completed when you arrive at school, you will be asked to complete it before you or your child exits your car and comes onto campus.
6. Any person with a fever of 100 or above will not be permitted to enter campus or if already on campus, will be sent to our designated isolation space.

Protocols in the Event of Positive COVID-19 Test

1. If a student or employee develops COVID-19 symptoms while at school, they will be moved to our isolation space immediately. Our school will have the same designated isolation space available to use every day for only this purpose. Our medical personnel will evaluate each student or staff member as necessary and inform them of their next step if they show any symptoms of COVID-19.
2. Employees will go home immediately and parents or caregivers will be notified to pick up their student within the hour. When the parent arrives at campus, we will bring the child to the car. Other parents within that child's cohort will be notified and all children of the cohort will go home and isolate until tested negative.
3. If an employee or student exhibits COVID-19 symptoms, the employee or student must remain at home until they provide documentation from a medical provider indicating testing was negative and there are no other restrictions. If the test result is positive, individuals must complete a period of isolation as directed by the health department.
4. If an individual within the school faculty or on the school grounds tested positive, we will notify the state and local health departments immediately and follow directions from them on contact tracing and quarantine exposed individuals or cohorts before returning to in-person learning. Our record keeping will be done through an electronic service that helps us keep track of cohorts while on campus.
5. Due to separation of our cohorts and the social distancing on our campus, we are confident that if a confirmed case of COVID-19 were at the school, we would be able to contain it to the person's cohort and not need a cross-campus closure. However, in order to maintain safety, the School will work with local health authorities to determine quarantine steps, campus closure, and a safe return to school, and will communicate these plans to our families in a timely way.



Resource Services for Students with Special Needs

1. LOLMS provides space for our students with various learning needs to receive the resource/service time that they receive through their district plan.
2. A designated space will be provided for our students and their learning specialists. This environment will either be one-on-one or within a small group of no more than 5 students.
3. All learning specialists coming onto campus will have their temperature taken upon entering. If it reads 100.0 or higher, they will be sent home. Any materials/space they use will be wiped down and disinfected daily.



Mental Health and Wellbeing

1. Students who are unable to medically tolerate a face covering, including those where such coverings would impair their physical health or mental health, are not subject to the required use of a face covering. However, they must present with a medical note.
2. There will be available resources and referrals to address the mental health, behavior and emotional needs of our students, faculty and staff when school reopens for in-person instruction.
3. The school-based team will work to identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment. Training for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff will be provided during orientation.



Communication and Planning

1. School plans are going to be readily available and accessible in all dominant languages spoken by students and their parents/legal guardians. Letters and emails are going to be sent to parents about this upcoming school year and how to prepare, including: social distancing requirements, proper wearing your face covering, and proper hand and respiratory hygiene. Our webpage will also have a COVID link added.
2. If any changes are made to this document throughout the school year, a dedicated email notification will be sent immediately (before the next school day) to all constituents, identifying the specific change that was made. An updated version will be posted on our website as well.
3. Faculty and Student/Parent Handbooks will be updated to include links to all policies and procedures that apply specifically to particular schedule settings (i.e., hybrid, fully remote, and fully in-person). These handbooks will be disseminated to all relevant parties prior to the beginning of the school year.